

5 MAY 1959

Director of Training

~~CONFIDENTIAL~~

Chief, Management Staff

Management Staff Implementation of Controlled Maintenance Program,  
Public Works Branch, [REDACTED]

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1. As you are aware, this Staff has been devoting steady attention over the past 5 or 6 months to assisting the Station Engineer in the implementation of maintenance management concepts and in the installation of a controlled maintenance program at [REDACTED].

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2. The principal impact of this program is on the immediate office of the Station Engineer (Chief, Public Works Branch) and in the Maintenance Section of the Public Works Branch. Mr. [REDACTED] and Mr. [REDACTED] of this Staff, have completed their work in these two areas. Attached for your information are: (1) copy of a memo for the record, prepared by Mr. [REDACTED] on the status of the program in the Station Engineer's office and Maintenance Section and, (2) a copy of the Controlled Maintenance Handbook prepared by Mr. [REDACTED] as the operating guide for this portion of the program.

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3. Our work in the Transportation Section, Public Works Branch (being prosecuted by Mr. [REDACTED]) should be completed within the next month. Progress here has been delayed somewhat owing to the absence of the garage superintendent because of illness over the past couple of months.

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4. We will inform you when we have finished our work in the Transportation Section. This will complete the Management Staff aspects of the implementation of the maintenance management program at [REDACTED]. We expect to follow-up in about 6 months, after the program has had a chance to shake down in operation, to see what, if any, adjustments in procedures, forms, and reporting may be indicated.

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Signed

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Chief, Management Staff

Attachments:

1. Memo for the Record dtd 13 April 59.
2. Controlled Maintenance Handbook.

Distribution: Orig & 1 - D/OTR w/att.  
2 - DD/S w/att.  
1 - D/OL

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